

Overview

Zoning is an essential act of planning for cities, towns, and counties. It involves the separation of land within jurisdictional boundaries into districts, or “zones.” These zones regulate land uses and the intensity of development. A zoning designation is assigned to every legally defined parcel within a zone in the respective jurisdiction. An accompanying map delineates the boundaries between zones, and the applicable municipal code defines the uses which are permitted as well as the standards that apply to that use. A rezone can be processed to either change the zone that is identified on the map and/or to change the applicable standards.

Submittal Requirements

No application will be accepted for processing until one hard copy of the following information is submitted to the satisfaction of the Community Development Department:

1. Completed Universal Application, signed by the property owner. Alternatively, a letter of authorization from the property owner will suffice.
2. Applicable filing fees.
3. Detailed written statement describing the rezone and the reason for it. This should include documentation of all existing buildings and uses on the subject property.
4. Proposed zoning for the subject property and any applicable development standards.
5. A metes and bounds legal description of the property to be rezoned is required and must include the following:
 - Lot calculations showing that the bearings and distances, stated in the legal description, do close and give the acreage; and
 - An exhibit map showing a north arrow, the point of beginning of the description, and the layout of the lot with bearings and distances; and
 - If the description references other documents or maps, copies of these documents should also be attached.
6. Location map indicating the project site, adjacent properties, and adjacent streets.
7. Site plan of the subject property, including all existing and proposed buildings, drawn to scale.
8. Preliminary title report for the subject property, no more than three months old at the time of submittal.
9. Flash drive or CD containing all written documents in Word format and all maps/plans in PDF format.
10. Other information which is pertinent and/or which the Community Development Director may require all applicants to furnish, by general policy.
11. Prior to determining that the rezone application is complete, a public hearing sign must be posted on the property in accordance with Brentwood City Council Ordinance No. 665, as determined by the Community Development Department.

**All full-size copies of plans shall be folded to 8 ½” by 11” in size at the time of submittal. Additional copies of full-size plans will be needed prior to any required public hearing.*

Processing Time

Rezoning applications are typically processed by the City in 3-6 months, depending on the complexity and scope of the subject property, as well as the applicable environmental review process. Rezoning applications become effective 30 days following the second reading of an ordinance adopted by the City Council.

Public Hearings Required

Rezoning requires noticed public hearings before the Planning Commission and City Council, with the Planning Commission serving in an advisory capacity to the City Council regarding the rezoning. The City is responsible for providing applicable notices to all property owners within 300 feet of the project site, as well as publication in the local newspaper, no less than 10 days from the date of the hearing.

Appeal Process

There is no applicable appeal process for rezoning. If the Planning Commission recommends denial of a rezoning, the City Council will consider the application in a subsequent meeting, taking into account the Commission's recommendation. Decisions of the City Council are final.